

**State of Connecticut
The Department of Social Services
Job Opportunity**

Social Worker

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Posting Date: November 12, 2013

Closing Date: November 18, 2013

The Department of Social Services Division of Social Work Services is currently accepting applications for multiple Social Worker positions located in the DSS offices in Bridgeport, Danbury, Hartford, New Haven and Norwich.

Open To: Candidates on current exam list or lateral transfer

PLEASE NOTE: Applications will be accepted only from candidates who have taken the current Social Worker Examination Number 052230 and have received a passing score and from state employees who already have attained permanent status in the Social Worker Social and Human Services job classification. Applicants with a Master's degree in Social Work are preferred. It is not necessary for any applicant who submitted an application previously in response to the DSS job posting of May 2, 2013 to May 8, 2013 for this same job classification of Social Worker – Social and Human Services to complete and submit another application to be included in the pool of applicants for these current openings. All applications that were submitted previously for the DSS Social Worker job posting of May 2, 2013 to May 8, 2013 will receive consideration automatically for these current position openings.

Position: Social Worker – Social and Human Services
Position Numbers: 33273, 33305, 33306, 33323, 33855 and 34200

Bargaining Unit: Social and Human Services (P-2)

Salary Range: \$62,958.00 - \$80,129.00 Annually (Salary Grade SH-24)

Hours of Work: 8:00 a.m. to 4:30 p.m. Monday through Friday

Locations:
925 Housatonic Avenue, Bridgeport, CT
342 Main Street, Danbury, CT
3580 Main Street, Hartford, CT
50 Humphrey Street, New Haven, CT
401 West Thames Street, Norwich, CT

DUTIES/RESPONSIBILITIES: Performs a variety of highly skilled case work services; obtains medical, physical and social histories of clients in order to provide maximum services to individual(s); confers with clients, relatives, professional associates and other social welfare agencies regarding case problems; provides counseling services to an assigned caseload; provides services to aged and disabled clients in boarding or convalescent homes; conducts and interprets results of investigations, professionally evaluating their significance; seeks employment, housing, financial assistance and other services for an assigned caseload; independently prepares case histories, forms and reports; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED (Knowledge, Skills and Abilities): Considerable knowledge of principles, techniques and methods of professional social work; considerable knowledge of various economic, emotional, medical, psychological and social factors influencing attitudes and behavior of individuals and families; knowledge of community resources available to individuals and families; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to interpret and apply social work policies; considerable ability to prepare clear and concise reports and case histories. **Applicants with a Master's degree in Social Work are preferred.**

Substitution Allowed: For state employees successful completion of the Social Worker Trainee program may be substituted for the General Experience.

Special Requirements:

- 1) Candidates cannot be appointed until all degree requirements are completed.
- 2) Incumbents in this class may be required to speak a foreign language.
- 3) Incumbents in this class may be required to travel.

Note: These positions may be filled by mandatory candidates from Re-employment and SEBAC Lists, which we are obligated to use. Applications will be accepted only from candidates who have taken the current Social Worker Examination Number 052230 and have received a passing score or from state employees who already have attained permanent status in the Social Worker Social and Human Services job class. Applications that were submitted previously for the DSS job posting of May 2, 2013 to May 8, 2013 for this same job classification of Social Worker Social and Human Services will receive consideration automatically for these current position openings.

APPLICATION PROCEDURE: Candidates who meet the above requirements should complete a State of Connecticut Application for Examination or Employment (CT-HR-12). The application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Website at: www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS. When faxing materials, keep a copy of your completed application and the fax transmittal receipt for your records, and **do not mail a copy of your application form if you have faxed the materials**. Due to the large number of applications received, we cannot confirm receipt of applications.

Melvin A. Jackson, Principal Human Resources Specialist
Department of Social Services
25 Sigourney Street – 12th Floor
Hartford, CT 06106

Fax: (860) 951-2979

APPLICATIONS MUST BE RECEIVED ON OR BEFORE CLOSE OF BUSINESS ON MONDAY, NOVEMBER 18, 2013

An Equal Opportunity / Affirmative Action Employer